## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 12, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Greshay and Marsik

**MEMBERS EXCUSED: Frohling** 

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Mary Ann Miller, County Board Supervisor; Patricia Ninmann, Lieutenant; Angela Zilliox, Human Resources Specialist; Leann Schultz, Insurance and Benefits Coordinator; Russell Kottke, County

Board Chair; John Nehls, Maintenance III-Lead.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present except Frohling who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Greshay to approve the minutes of the February 19, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Ballweg. Motion Carried.

Rains and Schultz explained a request to enroll in the County's dental plan made by an employee of Clearview. Rains explained that the employee was hired in February of 2012 and, at that time, chose not to sign up for the dental plan as she had other dental insurance. Rains stated that the employee had emailed Schultz in September inquiring about enrolling in the County's plan. The email stated that she would be losing her insurance coverage. In response Schultz informed the employee she had 30 days from the loss of coverage to enroll, and that the employee would need to submit documentation that she would be losing her insurance. Rains indicated that Schultz heard nothing further from the employee until January of 2013 when the employee again emailed her asking about enrollment in the County's dental plan. Schultz explained to the employee that she had missed her opportunity to enroll and that her next step would be to make a request to the Human Resources and Labor Negotiations Committee. The Committee discussed the facts surrounding the gaps of time between the communications the employee had with Schultz. The Committee asked questions regarding how employees are aware of the requirements and responsibilities they have for enrolling in the dental plan.

Motion by Ballweg to deny the request. Second by Greshay. Motion carried.

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Rains indicated that the agenda item, "Discussion regarding option that could be offered to new employees starting at the first step of the pay scale" was requested to be placed on the agenda by Maly. Maly explained her idea that instead of an employee getting a 5% increase for a promotion that the employee would be placed at a step that provides an increase and then the employee would be given a one-time cash payment. The Committee discussed this in relation to progression requirements. Maly indicated she will provide something in writing for the Committee members to discuss at a later meeting.

Maly indicated she had asked Rains to add Citizen Complaint Policy to this agenda for discussion. She stated that she was aware that a citizen had made a complaint regarding an interaction with a deputy sheriff, and Maly questioned whether the Sheriff's Department has a policy in place to deal with citizen complaints. Ninmann indicated that the Sheriff's Department does have a policy. Mielke stated that the citizen has previously been given a copy of the policy, and the Sheriff followed the policy when he processed the individual's complaint and issued his findings. Rains further explained that, in regard to other County departments, the Human Services and Health Department has a complaint policy and procedure outlined in the Civil Rights Compliance Plan that it submits to the State. He indicated that the policy is posted on all public access boards throughout the department. Rains stated that he believes that Clearview also has a complaint procedure. He explained that for the remaining departments the first contact for the complainant would be the Department Head then the County Administrator. Maly indicated she was glad to hear that there are policies and/or procedures in place.

Rains and Mielke informed the Committee that Sheriff Nehls made two interim appointments prior to his retirement as Sheriff. Rains informed the Committee that the Sheriff appointed Chief Deputy Blaine Lauersdorf as Interim Sheriff and Lieutenant James Ketchum as Interim Chief Deputy. Mielke informed the Committee that Lauersdorf has given his notice of retirement effective on April 5, 2013. Rains indicated that Lauersdorf developed a transition plan and will be working with Ketchum immediately.

Mielke informed the Committee that Janet Wimmer has accepted the Director of Human Services and Health position, with a start date of April 15, 2013. He indicated that there would be a resolution to confirm this appointment going before the County Board at the March meeting. He informed the Committee that she is the current Director of Human Services in Adams County and makes her home in Fox Lake.

The Committee reviewed the Personnel Requisitions.

Motion by Ballweg to approve the Personnel Requisitions as presented. Second by Marsik. Ballweg questioned the process used for refilling the Chief Deputy position. Rains explained that the process used most recently to select a Chief Deputy involved a written exam taken by candidates who met the minimum qualifications for the position. If more than three candidates are involved oral interviews with the Civil Service Commission would generally be conducted. The final selection is made by the Sheriff. The selection process that will be used to fill the upcoming vacancy will be discussed with the new Sheriff. Motion carried.

One (1) Receptionist II – F.T, Clerk of Courts Department

One (1) Seasonal Park Attendant – Astico Park, Land Resources & Parks Department

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- One (1) Seasonal Park Caretaker Astico Park, Land Resources & Parks Department
- One (1) Seasonal Park Attendant Derge Park, Land Resources & Parks Department
- One (1) Seasonal Park Caretaker Derge Park, Land Resources & Parks Department
- One (1) Seasonal Park Attendant Harnischfeger Park, Land Resources & Parks Department
- One (1) Seasonal Park Caretaker Harnischfeger Park, Land Resources & Parks Department
- One (1) Seasonal Park Attendant Ledge Park, Land Resources & Parks Department
- One (1) Seasonal Park Caretaker Ledge Park, Land Resources & Parks Department
- One (1) Seasonal Trail Caretaker, Land Resources & Parks Department
- One (1) Chief Deputy F.T., Sheriff's Department Administration
- Five (5) Transport Officers Occasional, Sheriff's Department Jail Division

Leave of Absence: Rains informed the Committee of a request for a six (6) month unpaid general leave of absence from an employee of the Highway Department. Rains indicated that this employee has a serious health condition that requires him to be completely off work for an extended period. Rains further indicated that this employee has exhausted his available FMLA and county provided unpaid medical leave.

An employee of the Highway Department, for a medical leave for self from 03-26-13 to 09-26-13 for an unpaid General Leave of Absence

Rains also informed the Committee of a request for an unpaid medical leave of absence from an employee of the Human Services and Health Department. Rains indicated that this employee had a serious health condition but the employee has not been employed with the County long enough to qualify for FMLA.

An employee of the Human Services & Health Department for a medical leave for self from 02-18-13 to 02-26-13 for an unpaid Medical Leave of absence

Motion by Greshay to approve both leave of absence requests as presented. Second by Marsik. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Jason J. Boeck, Traffic Patrol Officer-3<sup>rd</sup> Shift, Sheriff's Department – Patrol Division at \$28.27, Pay Grade SSU04, Step 6M54 effective 03-24-13; John M. Monaghan, Sergeant-Patrol, Sheriff's Department – Patrol Division at \$30.18, Pay Grade SSU08, Step 6M54 effective 03-06-13; Dale J. Schmidt, Sergeant-Patrol, Sheriff's Department – Patrol Division at \$30.23, Pay Grade SSU08, Step 6M54 effective 03-15-13. NEW HIRE: Debra A. Struve, Typist III, U.W. Extension Department at \$14.74, Pay Grade DC03, Step ST01 effective 03-04-13. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Denise M. Grinwald, Deputy Clerk of Courts, Clerk of Courts Department at \$16.66, Salary Grade DC04, Step ST01 effective 03-04-13; Karen A. Gonzalez, Social Worker I – CPS Dispositional, Human Services & Health Department at \$20.56, Salary Grade DC06, Step ST01 effective 03-15-13; Traci L. Sobstad, Social Worker II-CPS-Investigator/Intake.

Human Services & Health Department at \$22.44, Salary Grade DC07, Step ST01 effective 02-14-13. <u>STEP INCREASE</u>: None. <u>NON-SCHEDULED INCREASE</u>: None.

The Committee reviewed the Orientation Period Reports as presented.

## **HR Director's Report**

- a. Disciplinary Actions: None.
- b. Grievances and Arbitrations: Rains informed the Committee that the Arbitrator in the Sworn Union Arbitration has asked for a response from the Union regarding their interpretation of the Arbitrator's award. The Union did reply and that both sides are now waiting for the Arbitrator's response. Rains stated that the County has issued retro-pay according to the County's interpretation.

Rains informed the Committee that he has received information that the decision in the court case regarding the challenge to the County's grievance procedure related to the termination of an employee for not meeting the driver qualification policy is going to be appealed. Rains indicated the Clerk of Courts would be submitting the case records to the appeals court no later than March 26, 2013.

- c. Worker's Compensation: None.
- d. Rains indicated that the Committee had asked him to put the Committee's changes to the Vacation Policy in writing. Rains distributed a copy of the requested changes. The Committee reviewed.

Future Agenda Items: Marsik requested an additional agenda item for the agenda:

Discussion of Policy Language for Employee Working out of Classification" related to Clearview employees. Rains stated he would discuss this with Jane Hooper, Clearview Administrator.

Maly asked that agenda item: "Discussion regarding Fraternization Policy" is added to the next agenda.

Future Meeting Dates and Times:

It was the consensus of the Committee to move the April meeting dates to **April 9, 2013** and **April 23, 2013**.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are March 26, 2013, April 9, 2013, and April 23, 2013 at 10:00 a.m. in room 4C of the Administration Building.

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Meeting adjourned by order of the Chair at 11:10 a.m.

Richard Greshay, Secretary

Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.